

Town Meeting Coordinating Committee

Meeting of Monday, April 11, 2011

Town Hall, Diana Romer Room

Attendance: Mary Streeter, Nonny Burack, Peggy Roberts, Adrienne Terrizzi, Rob Crowner, Harry Brooks; absent: Carol Gray.

1. Call to order: Peggy calls the meeting to order at 2:04pm.

2. Old business: No action.

3. Evaluation form: Mary presents the half-page version of the TMCC event evaluation form that she developed, and following some discussion the committee agrees to adopt it.

4. Planning for Annual Town Meeting: Warrant review: The committee reviews the warrant review agenda, including speakers and time allotments, developed by Peggy, Nonny, and members of the LWV. The event is scheduled to begin just after 7:00pm on Thursday, April 14, and conclude by around 9:00pm. Peggy will prepare a list of several questions about when and how it will be broadcast, which Adrienne will communicate to ACTV. Mary is working with Kris Pacunas to publicize it on the town website. Unfortunately, the flier submitted by TMCC for inclusion in the first packet was not printed.

Bus tour: Nonny and Mary present a tentative bus tour itinerary that they developed. It currently includes a number of sites relating to past Town Meetings that won't necessarily appear on a handout but which may be included in the host's script. The subcommittee will continue to work on the list of stops, driving directions, and script. Additionally, a host must still be drafted. Peggy will send a press release to help publicize the event.

Precinct meetings: New member orientation leaders are set with Nonny handling Precincts 1&3 and 5&6, Rob 2&9, Peggy 4&10, and Adrienne 7&8. The committee reviews a revised draft of the orientation agenda prepared by Adrienne, who will incorporate further feedback into a final version that will be distributed to precinct orientation leaders. Adrienne and Nonny report that the newly elected Town Meeting members they have been contacting have expressed considerable gratitude to have received the outreach.

Second packet: The committee agrees to include fliers promoting the bus tour and listing information sources to be discussed at precinct orientations and the zoning district chart that it has previously distributed. Rob will prepare a draft for review at the next meeting.

5. Report to Town Meeting: The committee reviews and provides feedback on the initial draft of the oral report to Town Meeting that Peggy has prepared.

6. TMCC webpage: No action.

7. New business: Adrienne requests that the committee review procedures and possibly assign more formal roles, such as publicity coordinator, when it reorganizes following Town Meeting.

8. Minutes of previous meetings: Tabled until next meeting.

9. Adjournment: The meeting is adjourned at 4:18pm. The next meeting is scheduled for Monday, April 18 at 11:00am in the Community Room at the police station.

Respectfully submitted,
Rob Crowner

Documents provided:

1. agenda
2. draft minutes of April 4, 2011 meeting
3. draft of TMCC oral report to Town Meeting
4. draft of TMCC event evaluation form
5. draft of warrant review agenda
6. draft of bus tour itinerary
7. draft of orientation agenda for precinct meetings